Conversion to DODAAC

27 Aug 2003
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– **AFCIS/USAFE completed checklist/training for DoDAAC change**

- Final version distributed to FRB – 15 Aug 03

- Posted on AFCIS website – 22 Aug 03

– **Effective 1 Oct 2003 all new contract/awards will required office DoDAAC in first six positions of contract number**

– **Actions that can be accomplished prior to 1 Oct:**

- – FY04 Solicitations and Awards (Subject to availability of funds)
- – Modification to exercise option
- – FY03 Awards (SPSI must be changed if you use DoDAAC for FY03 Awards)

– **New Issuing Office should be created for use in these actions**

- – DoDAAC should be in both "Local code" and "DoDAAD/UIC/DoDAAN" block of issuing office

Checklist/Training: After 1 OCT

– **Actions that must be accomplished after 1 Oct:**

  – Change Default Issuing Office
  – Change All Procurement Profiles
  – Change Contracting Office Site in SPSI

– **First modification accomplished in FY04 for prior year contracts, Issuing Office must be deleted and added back for interface purposes**

  –Example, Mod 10 on contract F44650-02-C-0001 must delete issuing office and add Issuing Office back

QUESTIONS/CONCERNS

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